

ARCHITECTURAL MODIFICATION REQUEST FORM

OWNER INFORMATION:

NAME OF OWNER: _____ DATE: _____

PROPERTY ADDRESS: _____

DAY/CELL PHONE: _____ HOME PHONE: _____

E-mail: _____

PROPOSED IMPROVEMENT

NOTICE: If an owner installs something other than **what is approved; the owner will be** responsible for all costs for bringing improvement into compliance.

DETAILS: _____

PROPOSED START DATE: _____ **EXPECTED COMPLETION DATE:** _____

Submit any additional information (drawings, photos, dimensions, materials to be used, paint chips, color, distances to property lines, and elevation of improvements relative to existing dwelling.

This form is not a substitute for any permits required by the city, county or state. All work is subject to review and recommendations by the Architectural Committee.

Owners' Signature: _____ Date _____

NOTE: PLEASE TAKE THE TIME TO INCLUDE ALL THE REQUIRED INFORMATION. PARTIALLY COMPLETED REQUESTS WILL NOT BE FORWARDED TO THE COMMITTEE OR THE BOARD, CAUSING DELAYS IN PROCESSING.

Mail/Email completed requests to:
Ross Morgan & Company, Inc.
15315 Magnolia Blvd. Suite 212., Sherman Oaks, CA 91403
Email: artemis@rossmorganco.com

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For HOA use only below

Conditional Review by Architectural Committee:

Date: _____

Recommended for approval? YES: _____ NO: _____

Meeting Date: _____ with owner necessary?

Notes: _____

Date: _____ Signature by Committee and authorization to send to the Board of Directors

Board of Directors:

CONDITIONS FOR APPROVAL/DENIAL:

BOARD APPROVAL/DENIAL GRANTED THIS _____ DAY OF _____ , 20

BY: _____